

## 1-888-LAHELPU Can Save You Time and Gas!



DCFS' new Customer Service Center can provide some case specific information to clients without a trip to this office.

## **DCFS Customer Service Representatives Can:**

- √Provide general CCAP, FITAP, and KCSP information to clients, including but not limited to:
  - Eligibility Requirements
  - •Maximum Amount of Benefits based on Household Size
  - Frequently Asked Questions for ES
  - •Frequently Asked Questions for EBT
  - •When a change is necessary. (CCAP, FITAP and KCSP)
- ✓ Receive change information and send to DCFS Office for FITAP and KCSP Cases.

- ✓ Assist in completing applications for CCAP, FITAP and KCSP.
- √Mail Applications, Redetermination Forms and SR Forms.
- √When necessary, create a request for case worker follow up and forward to the appropriate DCFS office.
- **✓** Complete and submit the Fraud Complaint Form.
- ✓ Give General SNAP and LaCAP information.
- ✓ Refer Clients to IVR for Case Specific SNAP and LACAP Information.

## Case Specific Information provided to CCAP, FITAP, KCSP clients includes:

Application Date	•Case Status	Benefit Amount
•Account Balance	Benefit Availability Date	•Rejection Reason
•Closure Reason	Certification Dates	•Effective closure Month
•FITAP/KCSP Benefit History (Last 5 payments)	•CCAP Payment History (up to previous 20 payments)	•Mail Redetermination and SR Forms
•Pending closure date	•Income Limit	•Address
•Monthly Benefit Dates	•Mail Applications	•Household Members

Customer Service Representatives cannot provide case specific information to clients regarding SNAP and LaCAP.